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## **H. Out of District Placements**

### **OUT OF DISTRICT PLACEMENTS**

There are three types of out-of-district placements.

- When a Local Education Agency (LEA) pays tuition to send a student to a program operated by another public school.
- When a LEA pays tuition to send a student to a private school that has been approved by the Department of Education to offer special education services.
- When a student attends an out-of-district public school either because the district does not operate a school for their grade or due to school choice.

Only the district of residence has the right to bill Medicaid.

### **PUBLIC SCHOOL PROGRAMS**

Public schools can develop specialized programs and operate the program as part of the school. In many cases these programs specialize in a certain disability area and accept students tuitioned from other districts.

### **INDEPENDENT SCHOOLS**

An approved independent school is an educational entity which has made application to the DOE, gone through a specific sequenced process and has obtained approval from the State Board of Education. The process is outlined in 16 V.S.A §166. Approved Independent Schools do not need to address the Public School Standards or operate within the Frameworks of Learning Opportunities; both of which are required of all public schools.

### **NO DISTRICT OPERATED SCHOOL/SCHOOL CHOICE**

When a district does not operate a school for a certain grade(s), students are tuitioned to another public school. Some students attend a public school outside their district of residence due to school choice.

### **OUT-OF-DISTRICT PROVIDER CERTIFICATION AGREEMENT**

When a student is attending an out-of-district program, the sending school needs to obtain a signed copy of the Out-of-District Provider Certification Agreement before level of care claims can be submitted to Medicaid. This form does not indicate the individual credentials of the providers working with the student. If there is a question about an individual's credentials the sending school should contact the out-of-district school. It is acceptable for the sending district to obtain copies of the Provider Certification Agreement and licensing information in lieu of this form.

**The Out-of-District Provider Certification Agreement must be signed once a year.**

### **AGREEMENTS FOR DOCUMENTATION BETWEEN PUBLIC SCHOOLS FOR TUITIONED STUDENTS**

When Medicaid eligible students attend a school outside of the district where they reside, the school districts need to work out an agreement to ensure that the appropriate documentation exists for Medicaid billing if the student is receiving billable services. The sending school district (district where student resides) will need to have all the provider documentation before it can submit bills. The Medicaid field representatives may be able to facilitate the sharing of information among the supervisory unions.

Independent schools that are not enrolled Medicaid providers, such as St. Johnsbury Academy, Burr & Burton Academy, Lyndon Institute and Thetford Academy should be treated as out of district schools.

### **OTHER**

If a student is attending a school that is not approved for special education services, a LOC is not billable. The sending school can bill for the IEP (blue form) and the reevaluation (pink form) as long as a Release of Information form is on file.

A list of the Vermont Independent Schools approved for providing special education is included in this section. If you have problems working with an independent school, you can contact the Medicaid Program Coordinator at 828-5111.

### **SCHOOL CALENDARS/PROFESSIONAL PROVIDERS**

Medicaid field representatives collect and maintain calendars for independent schools and a list of the professional providers.

Vermont Department of Education

School Name	Contact Address	Medicaid Contact	Phone Number	Billing Notes
Augmentative Learning and Movement Center (ALMC)	Morrisville, VT 05401	Bob Titterton	933-4841	Most services are provided as consultation. In some cases direct developmental and assistive therapy, SLP, and OT services are provided. Staff at ALMC will complete the documentation logs.
Augmentative Learning and Movement Center (ALMC)	Williston, VT	Bob Titterton	933-4841	Most services are provided as consultation. In some cases direct developmental and assistive therapy, SLP, and OT services are provided. Staff at ALMC will complete the documentation logs.
Augmentative Learning and Movement Center (ALMC)	Enosburg, VT	Bob Titterton	933-4841	Most services are provided as consultation. In some cases direct developmental and assistive therapy, SLP, and OT services are provided. Staff at ALMC will complete the documentation logs.
Austine School for the Deaf	60 Austine Drive Brattleboro, VT 05301	Brenda Seitz or Laurie Goddard	258-9535 or 258-9505	Notify Brenda or Laurie that your SU has a student at the school. The independent school completes the documentation logs and sends them to the SU.
Baird Center	1138 Pine Street Burlington, VT 05401	Laura Smith Paula Ralston	488-6801 488-6802	Baird is funded by Success Beyond Six. SU's can bill case management only if case management is being provided by a supervisory union employee. Baird will assist with the completion of the blue and pink form if requested. Schools need to request that case management be placed on the IEP if it is being provided.
Beckett (AKA East Haverill Academy, Pike)	PO Box 299 Pike, NH	Sharon Edwards	603-989-3454 ext 6602	
bellcate	1 Corporate Drive Essex, VT 05452	Angie McCray	878-7603	The independent school completes the documentation logs and sends them to the SU.

School Name	Contact Address	Medicaid Contact	Phone Number	Billing Notes
belcate south	307 South St Poultney, VT 05764	Zohara Zarfati	287-2411	The SU completes the documentation logs and mails them to the independent school. The independent school completes the documentation logs and returns them to the SU.
Bennington Regional Day Program	60 Austine Drive Brattleboro, VT 05301	Brenda Seitz Laurie Goddard	258-9535 258-9505	Notify Brenda that your SU has a student at the school. The independent school completes the documentation logs and sends them to the SU.
Brookhaven Learning Center	Box 127 VT Route 110 Chelsea, VT 05038	Theresa Turner	802-685-4458 ext 110	The independent school completes the documentation logs and sends them to the SU.
Burr & Burton Academy	Box 498, Seminary Ave Manchester, VT 05254	Martha Fleming	362-1775	The SU completes the documentation logs and mails them to the independent school. The independent school completes the documentation logs and returns them to the SU.
Caledonia School	c/o Cornerstone School 510 Portland Street St Johnsbury, VT 05819	Lisa Dudley	748-4424	Notify case manager that your SU has a student at the school. The independent school completes the documentation logs and sends them to the SU.
Centerpoint	1025 Airport Drive So Burlington VT 05403	Mitch Barron	658-7721	Centerpoint bills Medicaid directly. SU's can bill for case management only if case management is being provided by a supervisory union employee.
Ch.O.I.C.E (Changing Our Idea Concerning Education) Academy	23 Summer Street Barre, VT 05641	Lisa Estivill	479-0012	Maximum of 24 students, grades 7-12 only.
Community Schoolhouse	PO Box 86 Brattleboro, VT 05302	Karyn Clark	802-258-4438	Notify Karyn that your SU has a student attending the school. The SU completes the documentation logs and mails them to the independent school. The independent school completes the documentation logs and returns them to the SU.

Vermont Department of Education

School Name	Contact Address	Medicaid Contact	Phone Number	Billing Notes
Compass School	PO Box 177 Westminster Station, VT 05159	Janet Van Alstein	463-2525	Notify school to arrange documentation log completion.
Connecticut River Academy	PO Box 635 Bradford, VT 05033	Nickki	222-3221 fax 222-3224	The SU completes the documentation logs and mails them to the independent school. The independent school completes the documentation logs and returns them to the SU.
Cornerstone School	510 Portland Street St Johnsbury, VT 05819		748-6282	Notify Cornerstone that your SU has a student at the school. The independent school completes the documentation logs and sends them to the SU.
Easter Seals of Vermont	Easter Seals School PO Box 854 Rutland, VT 05702	Kristen Andrade	747-0185	
East Valley Academy (previously Challenger School)	PO Box 237 11 Main Street East Randolph, VT 05041	Nathalie Arguin	728-3896	East Valley Academy is funded by Success Beyond Six. SU's can bill case management only if case management is being provided by a supervisory union employee.
Farmhouse School				
Great Expectations	PO Box 758 North Bennington, VT 05257	Marianne Moriarty	362-4898	Contact Marianne Moriarty. The independent school completes the documentation logs and sends them to the SU.
Greenwood School	14 Greenwood Lane Putney, VT 05364	Ann Bebko	387-4545	The SU completes the documentation logs and mails them to the independent school. The independent school completes the documentation logs and returns them to the SU.

Vermont Department of Education

School Name	Contact Address	Medicaid Contact	Phone Number	Billing Notes
H.O.P.E	23 Summer Street Barre, VT 05641	Cara Cassaden	479-0012	H.O.P.E is funded by Success Beyond Six. SU's can bill case management only if case management is being provided by a supervisory union employee.
Hull Crest	455 North Street Burlington, VT 05401	Elizabeth Willner	862-9412	The independent school completes the documentation logs and sends them to the SU.
Hunter School	768 Doe Town Rd PO Box 600 Rumney, NH 03266	Donna Herlihly	603-786-9427	
Jean Garvin School	94 Harvest Lane Suite 203 Williston, VT 05495	Lisa Bilowith	488-6767	Jean Garvin School is funded by Success Beyond Six. SU's can submit claims for case management only as long as a supervisory union employee is providing case management. PT/OT is not offered at this school.
Kindle Farms Children Services	PO Box 6471 Brattleboro, VT 05302	Sherrill Ellenger	802-365-7909	Notify Sherrill that your SU has a student attending the school. The SU completes the documentation logs and mails them to the independent school. The independent school completes the documentation logs and returns them to the SU. At the end of each month the SU should send the next months documentation forms with the demographics and IEP services sections completed.
Laraway School	PO Box 621 Johnson, VT 05656		625-7212	Laraway bills the local mental health agency for services they provide. The SU can bill case management only for students sent to Laraway as long as the case management is provided by a supervisory union employee.

Vermont Department of Education

School Name	Contact Address	Medicaid Contact	Phone Number	Billing Notes
LEARN (Lyndon Education Alternative Resources Network)	PO Box 1147 Lyndonville, VT 05851	Kate Campbell	626-8056	The SU completes the documentation logs and mails them to the independent school. The independent school completes the documentation logs and returns them to the SU.
Long Trail School	1045 Kirby Hollow Road Dorset, VT 05251	Colleen Fiorie	867-5717	Contact Colleen Fiorie. The independent school completes the documentation logs and sends them to the SU.
Lyndon Institute	PO Box 127 Lyndon Center, 05850	Twila Perry	626-6131	The SU completes the documentation logs and mails them to the independent school. The independent school completes the documentation logs and returns them to the SU.
Maplehill Community School	PO Box 248 Plainfield, VT 05667	Ellen	454-7747	The independent school completes the documentation logs and sends them to the SU.
Meadows School	75 Linden Street Brattleboro, VT 05301	Mara Beth Yannizze	258-6140	Notify Mara Beth that your SU has a student attending the school. The SU completes the documentation logs and mails them to the independent school. The independent school completes the documentation logs and returns them to the SU.  It is acceptable to bill Case Management only if documentation for other services can not be obtained as all students who attend Meadows are receiving mental health services which are billed directly to Medicaid (as long as the mental health counseling is in the IEP).
New School (previously Francis Foundation)	9 West Street Montpelier, VT 05602	Barbara Greenwald	223-0647	The independent school completes the documentation logs and sends them to the SU.
Pine Ridge School	9505 Williston Road Williston, VT 05495	Pam Blum	434-6916	DO NOT BILL

Vermont Department of Education

School Name	Contact Address	Medicaid Contact	Phone Number	Billing Notes
Project Soar	107 Fisher Road St Albans, VT 05478		527-7514	Project Soar is funded by Success Beyond Six. SU's can submit claims for case management only as long as a supervisory union employee is providing case management.
St Johnsbury Academy	100 Main Street St Johnsbury, VT 05819	Cindy Stanton	751-2260	The independent school completes the documentation logs and sends them to the SU.
Thetford Academy	PO Box 190 Thetford, VT 05074		802-785-4805	The independent school completes the documentation logs and sends them to the SU.
Valley Ridge Student Center	1620 VT Route 30 Jamaica, VT 05340	Ann Emerson	874-8200	The SU completes the documentation logs and mails them to the independent school. The independent school completes the documentation logs and returns them to the SU
Vermont Achievement Center	PO Box 6283 Rutland, VT 05702	Barbara Reed	775-2395	The SU completes the documentation logs and mails them to the independent school. The independent school completes the documentation logs and returns them to the SU
Williston Regional Center	VCDHH 147 Knight Lane Williston, VT 05495	Jennifer Boswick	879-4787	The independent school completes the documentation logs and sends them to the SU.

## Vermont Department of Education

**Out-of-District Provider Certification Agreement**

<b>Sending School</b>	<b>Receiving School</b>
Student Name: __John Student__	School/Program: __Vermont Independent School
Student DOB: __1/1/1991__	School Year: __2005-2006__
Supervisory Union: __Vermont Supervisory Union	

The Medicaid State Plan permits Supervisory Unions to bill Medicaid for certain IEP services under the School-Based Health Services Program. Supervisory Unions must complete Level of Care (LOC) forms which identify eligible services. It is the responsibility of Supervisory Unions, as Organized Delivery Systems, to confirm that actual service delivery is consistent with the scope of services identified in the IEP, including the quantity of services and the type of provider. As Organized Delivery Systems, Supervisory Unions must also ensure that all services billed on a child's LOC are provided by staff who meet Medicaid's provider qualifications.

**Out of District School Authorization**

As an authorized representative of the above school, I confirm the following:

- Services will be provided in accordance with the scope of services specified in the IEP.
- Services will be provided by qualified personnel as specified by Medicaid program policies. Documentation on staff qualifications will be maintained.
- No services billed to Medicaid elsewhere will be listed on the LOC forms for billing to the School-Based Health Services Program.
- Records shall be retained that fully document the services provided and shall be made available to the State Medicaid Agency, the U.S. Secretary of Health and Human Services and the Medicaid Provider Fraud Unit of the Office of the Vermont Attorney General, if requested to do so.
- Services will be provided in accordance with Title VI of the 1964 Civil Rights Act and Section 504 of the Rehabilitation Act of 1973, as amended.

I agree that documentation to support the billable services will be provided to the sending supervisory union.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

**Supervisory Union Authorization**

As an authorized representative of the Supervisory Union, I confirm that the Independent School specified above will provide services in accordance with those listed in the LOC and that such services will be provided by appropriately qualified staff.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Revised: July 2006

## Out-of-District Provider Certification Agreement

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Student Name: _____	School/Program: _____
Student DOB: _____	School Year: _____
Supervisory Union: _____	

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